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Minimum Qualification Specifications  
for the Classes:

RECREATIONAL HARBOR MANAGER I & II

**Prerequisite Knowledge and Abilities Required:**

Knowledge of: Federal and State laws, rules and regulations pertaining to boating and ocean recreation activities; standards and criteria for the safe operation of seagoing vessels and harbor facilities; recreational boat harbor operations and facility requirements, and the services they provide; and principles and practices of supervision.

Ability to: Manage a district-wide boating and ocean recreation program; plan, supervise and coordinate the work of others; establish and maintain effective working relationships with the boating public, commercial users, special interest groups, members of the Legislature and city council, other government agencies, and others with interest in boating and ocean recreational activities; prepare clear and concise reports; speak effectively before groups and individuals; and operate a small boat and motor vehicle.

**Basic Education/Experience Requirements**

Graduation from an accredited four (4) year college or university with a bachelor's degree.

Excess work experience as described under the Specialized Experience, below, or any other responsible administrative, professional or analytical work experience that provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

**Experience Requirements**

Applicants must have had progressively responsible experience of the kind, quality and quantity described below, or any equivalent combination of training and experience:

Class Title	Gen Exp (Yrs)	Spclzed Exp (Yrs)	Mgrl Exp (Yrs)	Total Exp (Yrs)
RECREATIONAL HARBOR MGR I	2-1/2	1	*	3-1/2
RECREATIONAL HARBOR MGR II	2-1/2	1	1	4-1/2

General Experience: Progressively responsible professional work which involved gathering, evaluating and analyzing facts and other pertinent information required to resolve problems and/or to determine and recommend appropriate courses of action. Such experience must have demonstrated the ability to elicit information orally and in writing, apply problem-solving methods and techniques, identify alternatives, use judgment in determining appropriate alternatives, and prepare clear and concise written reports and recommendations for action.

Specialized Experience: Progressively responsible professional experience in a small boat harbor or related marine program which involved the development of rules, regulations and procedures; identifying and resolving problems and conducting studies on marine or boating related activities involving the safe use of ocean waters, navigable streams and beaches; and monitoring and evaluating programs and activities concerned with the safe operation of marine vessels in and around harbors to ensure efficient and effective operations and meeting of goals and objectives. Applicant should also have demonstrated ability to operate a small boat.

Managerial Experience: Professional managerial experience which included one or more of the following types of activities:

1. Experience involving the management of the operations and maintenance of small boat harbors and related facilities, which included responsibility for the efficient and effective utilization of staff, equipment and materials.
2. Experience involving the management and development of marine activities and operations as related to ships, boats or other seagoing vessels, which provided a thorough knowledge of the laws, rules, regulations and the economic and safe utilization of shore waters, waterways and sea lanes.

The managerial experiences described above must have involved responsibility for identifying program goals and objectives and evaluating their attainment; identifying resource needs (manpower, material, equipment); planning, organizing and coordinating program activities to attain program objectives within time, resource and budgetary limitations; developing procedures; and actively participating in policy determination, budget formulation and execution.

\*Managerial Aptitude: Managerial aptitude will be considered to have been met through successful performance of, or substantial participation in, organizing, scheduling, and coordinating a group of activities in order to attain program objectives within time, resource and budgetary limitations; interest in management demonstrated by the performance of work assignments in a manner which clearly indicates awareness of problems and the ability to solve them; completion of educational or training courses in the areas of management accompanied by the application of principles, which were learned, to work assignments; management's observation and evaluation of the applicant's leadership and managerial capabilities; success in trial assignments to managerial and/or administrative tasks.

**Substitutions Allowed:**

1. A master's degree from an accredited college or university may be substituted for one (1) year of General Experience.
2. Excess Specialized Experience may be substituted for the General Experience on a month-for-month basis.
3. Excess Managerial Experience may be substituted for the Specialized Experience on a month-for-month basis.

**Quality of Experience**

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

**Selective Certification**

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be

established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

### **Tests**

Applicants may be required to qualify on an appropriate examination.

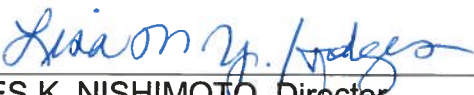
### **Physical and Medical Requirements**

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

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This is an amendment to the minimum qualification specifications for the classes, RECREATIONAL HARBOR MANAGER I and II, which were approved on November 5, 1998.

Date Approved: \_\_\_\_\_

10/1/15

  
for JAMES K. NISHIMOTO, Director  
Department of Human Resources Development